Staff Librarian/Collection Development Research Support Specialist

Position Details

Position Title	Staff Librarian/Collection Development Research Support Specialist
Banner Position Number	000769
E-Class	CX - Class Exempt FT - .53 or >
Department	Library - MU2060
Job Description	The Marshall University Libraries are a highly valued partner in the research, instruction, and learning of faculty, staff, and students. The library's collections, expert librarians, and responsive services in physical and virtual library spaces inspire and nourish scholarship and learning with a transformative approach to service. The Collection Development Research Support Specialist will assist in the work to build, maintain, and assess collections in all media and formats to support the research and instructional goals of all Marshall University Faculty, Staff, and Students. This position works in a highly interrelated and collaborative environment, working to strategically and efficiently coordinate cross-unit planning and implementation of strategic initiatives. Contributing to organizational planning, resource research, and the policy development required to meet the needs of the university community through an expansive and holistic approach to developing and sustaining content strategy to advance scholarship and learning.
Knowledge, Skills, and Abilities (include certifications)	This position requires a person with experience in research support, library science, historic preservation, or technical information with an emphasis on research collection development. Must be motivated to excel in the university community, working as part of a creative and technical team of research library professionals. Must be able to perform all essential job duties as outlined in the job description.
Salary Range	$35,568
Salary Type	Salary
Time Type	Full-Time
Work Location	MU - Marshall University
Required Education	- Master's degree - Minimum of three years working in professional positions in or in relation to academic libraries, academic library consortia, with vendors of library resources, or other related fields
Required Experience	- Demonstrated ability to work collaboratively with colleagues as well as independently demonstrating effective oral, written, and interpersonal communication skills - Knowledge of current trends and practices in developing academic library collections including acquisitions and shared collections - Demonstrated competency in collections assessment and evaluation across varied formats, collections and disciplines including retrieval and analysis of usage statistics - Ability to plan, document, and complete projects - This position requires a person with experience in research support, library science, historic preservation, or technical information with an emphasis on research collection development. - Must be motivated to excel in the university community, working as part of a creative and technical team of research library professionals.
Preferred Education	Master's degree in Library & Information Science from an ALA Accredited University

Preferred Experience

- Experience with vendor platforms
- Knowledge of current issues and trends in collection development
- Demonstrated advanced organizational skills, analytical and problem-solving skills, communication (written and oral) and time management skills
- Aptitude for accurate and detail-oriented work
- Ability to provide customer service in a diverse, academic environment including library staff, vendors, University community
- Demonstrated knowledge of data analysis and visualization
- Demonstrated knowledge of and experience with library systems/services including integrated library systems, online catalogs, and indexes/databases
- Demonstrated proficiency with relevant computer software, particularly with Microsoft Office products such as Excel and Word
- Experience working with Collection Development in an academic library setting
- Experience creating and generating usage statistics reports
- Experience working within a set budget
- Experience utilizing various campus systems including Banner, Sierra, Teams, Usage Consolidation, as well as various vendor platforms

Posting Number   MU677E

Open Date   01/06/2022

Close Date

Open Until Filled   Yes

Special Instructions Summary

Supplemental Questions

Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents

1. Resume
2. Cover Letter
3. List of Three References w/Contacts
4. Unofficial Transcripts

Optional Documents

1. Curriculum Vitae
2. Letters of Reference